



Department of General Services
Procurement Division
707 Third Street, Second Floor
West Sacramento, California 95605

**MASTER SERVICES AGREEMENT
BUSINESS MANAGEMENT CONSULTING SERVICES
USER INSTRUCTIONS
SUPPLEMENT #2 (January 29, 2008)**

CONTRACTOR:	VARIOUS
CONTRACT NUMBERS:	5-06-99-06 through 5-06-99-61
CONTRACT TERM:	January 24, 2007 through December 30, 2009.
SERVICE:	BUSINESS MANAGEMENT CONSULTING SERVICES (Statewide)
DISTRIBUTION CODE:	Electronic version of all documents associated with this MSA can be found on the DGS/PD Internet web page: http://www.pd.dgs.ca.gov/masters/default.htm

Changes to User Instructions:

Section I, Part A. **(STATE CONTRACT ADMINISTRATOR)** is now:

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Section I, Part D. **(MSA ORDER LIMITS)** language changed to incorporate State Administrative Manual Management Memo Number MM 07-10 which increases the dollar thresholds for non-information technology (non-IT) services obtained through a Master Service Agreement from \$250,000 to \$500,000.

During the MSA contract term, state agencies' orders are limited to a maximum of \$500,000 per contract order. There shall be no minimum dollar value required on any contract order.

1. Contracts less than \$50,000 are exempt from DGS/OLS Review/Approval
2. Contracts equal to or more than \$50,000 are subject to DGS/OLS Review/Approval

Departments may not execute a non-IT Services Master Agreement transaction in excess of \$500,000.

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Section 1, Part G. (DGS ADMINISTRATIVE FEE) language changed to more accurately reflect the most current administrative fee by removing the stated percentage of 2.24% and providing a link to the fee schedule instead.

The DGS charges the ordering department of this MSA an administrative fee that is to be applied to the total order amount. The fee is a specified percentage of contracted services. The current administrative fee schedule is located at <http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>. The fee is not included in the contractor's hourly rates for this MSA. The Multiple Award Program Section (MAPS) will bill the agency directly for the administrative fee.

Skip Ellsworth, Manager, Multiple Award Program

1/ /2008
Date